

**To:** Local Educational Agency Representatives

**From:** California Department of Education – CALPADS Team

**Date:** October 1, 2014

**Subject:** **CALPADS Update FLASH #93**

---

## **OPENING OF 2014 FALL SUBMISSION**

The 2014 Fall Submission opens Wednesday, October 1, 2014. Snapshot reports will be available on October 2, 2014.

The certification deadline for Fall 1 is **December 12, 2014**. Local educational agencies (LEAs) that certify by this deadline will receive a preview of their Unduplicated Pupil Count (UPC) and Census Day enrollment count that will be used as the starting point for determining LEAs' Unduplicated Pupil Percentage (UPP) used in the calculation of supplemental and concentration grant funding under the Local Control Funding Formula (LCFF). This preview will allow LEAs to determine if they need to make further corrections in CALPADS before the close of the Fall 1 amendment window on February 13, 2015. It is critical that LEAs review these data carefully because once the amendment window closes, LEAs will not have an opportunity to make further corrections.

## **FALL 1 SUGGESTED ACTIVITY TIMELINE**

The Fall 1 certification deadline is December 12, 2014. LEAs may have set internal deadlines to ensure their submission is certified on time. The table below provides a **suggested timeline** that LEAs may use to help them meet the Fall 1 Certification deadline.

<b>Dates</b>	<b>Activity</b>
Now	<ul style="list-style-type: none"> <li>Run the security report in CALPADS (under Admin &gt; User Security, which is only available using the LEA Admin account) to determine if any accounts need to be revoked.</li> <li>Make sure your anomaly contact is current.</li> </ul>
Now	<ul style="list-style-type: none"> <li>Update CALPADS 2013–14 enrollment records with enrollment end dates.</li> </ul>
No later than October 2, 2014	<ul style="list-style-type: none"> <li>Complete Fall 1 data population in local student information system.</li> </ul>

Dates	Activity
No later than October 24, 2014	<ul style="list-style-type: none"> <li>• Upload Student Enrollment (SENR) and Student Program (SPRG) files.</li> <li>• Update Student English Language Acquisition Status (ELAS) using the Student English Language Acquisition (SELA) file if there has been a change in students' English Language Acquisition Status (ELAS).</li> <li>• Review validation errors.</li> <li>• Reconcile data as needed.</li> </ul>
No later than November 3, 2014	<ul style="list-style-type: none"> <li>• Post SENR, SPRG, and SELA files.</li> </ul>
November 4 – 21, 2014	<ul style="list-style-type: none"> <li>• Review reports.</li> <li>• Reconcile data in reports as needed.</li> </ul>
November 24 – December 5, 2014	<ul style="list-style-type: none"> <li>• Send reports to site leaders for approval.</li> </ul>
December 8 – 11, 2014	<ul style="list-style-type: none"> <li>• Certify Fall 1 data.</li> </ul>

## LEAS MAY BEGIN RESOLVING MULTIPLE IDENTIFIERS

Due to two problems (Problems #3447 and #3452) impacting Multiple Identifier (MID) resolution, LEAs had been requested to stop resolving MIDs until further notice. These two problems have been resolved, and LEAs may now begin resolving MIDs again.

## NEW COUNTY OFFICE OF EDUCATION LCFF REPORT COMING IN NOVEMBER

To calculate the supplemental and concentration grants for the LCFF, it is necessary to determine which students enrolled on Census Day in county office of education (COE) schools and charter schools operating county programs:

- Are to be funded directly through the COE
- Are to be attributed back to their district of geographic residence
- Are to remain with the charter school

A new CALPADS report, Certification Report 1.19, *COE LCFF – Count* will be available in mid-November for COEs only. This report will display for COEs all students enrolled in COE programs as of Fall 1 Census Day, and of that enrollment, the counts of students who will remain at the COE and the counts of students who will be attributed back to the district of geographic residence. The report will also include the counts for charter schools

operating county programs (County Community Schools, Special Education Schools, and Opportunity Schools), and Juvenile Court Schools.

The accuracy of the data in this report depends on the population of two fields that COEs are required to submit on the Student Enrollment (SENR) file for enrolled students:

- **Student School Transfer Code** field (Field 1.31) determines whether funding generated for a student remains at the COE, is attributed back to the student's district of geographic residence, or remains with the charter school.
- **District of Geographic Residence Code** field (Field 1.32) determines, for students who generated funding that will be attributed back to their district of geographic residence, to which school district the funding will be attributed.

The accuracy of the data reported is essential, since it will affect the supplemental and concentration funding for LEAs and charter schools operating county programs. The COEs are encouraged to share these reports with the LEAs whose students are enrolled at the COE. The CDE also plans to make these data available to LEAs in the preview of the Unduplicated Pupil Count. Since the new report requires COE certification, COEs should not certify Fall 1 until after this report is available in mid-November.

For more detailed information, refer to the recently posted Frequently Asked Questions (FAQs) on this topic posted on the CALPADS Frequently Asked Questions Web page at <http://www.cde.ca.gov/ds/sp/cl/faq.asp>. Some of the questions that are answered include:

- Why are COEs and charter schools operating county programs (except Juvenile Court Schools) required to report transfer types and districts of geographic residence?
- Why are Juvenile Court Schools exempt from reporting transfer types?
- Which COE and charter enrollment transfer types are counted at the COE, the Juvenile Court School, the charter school operating county programs, and the district of geographic residence?

## **UPDATED FAQs ON REPORTING STUDENT TRANSFER DATA**

The FAQs regarding reporting student transfer data have been updated and are located on the CALPADS Frequently Asked Questions Web page at <http://www.cde.ca.gov/ds/sp/cl/faq.asp>. Some of the questions that are answered include:

- What types of Inter- and Intra-district transfers are reported to CALPADS?
- What transfer data are local educational agencies (LEAs) required to report and why?

- How are the transfer data used?
- Are LEAs required to populate the District of Geographic Residence (Field 1.32) for all transfer types?

## **CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP) STUDENT TEST REGISTRATION AND PRE-ID UPDATE**

The assessments that comprise the 2015 California Assessment of Student Performance and Progress (CAASPP) administration are a mix of computer-based and paper-pencil assessments. The computer-based component contains the Smarter Balanced English language arts/literacy (ELA) and mathematics tests. Registration for these tests will again occur through an upload of CALPADS enrollment data to the test registration system, now called Test Operations Management System (TOMS).

The paper-pencil component of CAASPP includes tests that were previously part of the Standardized Testing and Reporting (STAR) program, specifically the science assessments in grades 5, 8, and 10 (i.e., California Standards Test (CST), the California Modified Assessment (CMA), and the California Alternative Performance Assessment (CAPA)); Standards-based Tests in Spanish (STS) for reading/language arts in grades 2 through 11, which are optional; and the Alternate assessments for ELA and mathematics in grades 3 through 8 and 11. For Science CST, CMA, and CAPA and the STS, **LEAs will no longer submit Pre-ID files to the test vendor**, and instead Pre-ID files will be created from CALPADS data.

The use of CALPADS of data for all of these assessments underscores the importance of routinely keeping CALPADS up-to-date with student enrollment, program, and exit data. The CDE strongly encourages coordination and frequent communication between the CALPADS Administrator and the CAASPP Coordinator to ensure success. For more information, LEAs should refer to the CAASPP Web site at <http://caaspp.org/>. The CALPADS and CAASPP Integration Webcast training video and PowerPoint slides are also posted on the CAASPP Training Web page at <http://caaspp.org/training/index.html>.

## **REGISTER FOR FALL CALPADS INFORMATION MEETING**

Registration is currently open for the CALPADS Information Meeting (CIM) (formerly CAG) on October 21, 2014. The meeting will be held from 9:30 a.m. to 11:30 a.m. and will be streamed over the Internet to individual participants. There will be no physical locations for the meeting. If you plan to attend, please register at least 24 hours prior to the meeting on the CSIS October 21, 2014 CALPADS Information Meeting Web page at [https://csis.fcmat.org/Pages/October-21,-2014-CALPADS%20Information%20Meeting%20\(CIM\).aspx](https://csis.fcmat.org/Pages/October-21,-2014-CALPADS%20Information%20Meeting%20(CIM).aspx). If you will be watching the CIM with others from your organization, please register only one individual. Instructions for

October 1, 2014

Page 5 of 5

joining the meeting will be emailed to those who register in advance of the meeting. There is no cost to participate.

The meeting agenda is also available via the meeting link. The agenda includes a review of the upcoming Fall 1 and Fall 2 submissions as well as updates on Assessment and Accountability. Although attendance is optional, CALPADS administrators and other staff working on CALPADS are encouraged to attend.

Presentation materials will be posted on the October 21, 2014 CIM Meeting Web page (the link provided above) by October 17, 2014. For those unable to attend, a video of the meeting will be posted within a couple of weeks after the meeting.